

Appendix A

Program Narrative

CORRECTIONAL FACILITIES ON TRIBAL LANDS

FY 2000 Program Narrative

Please complete this questionnaire in as much detail as possible. This information will constitute the "Program Narrative" section of the application for funding; it is not necessary to complete an additional narrative and attach it to the application. This form is provided to each tribe as a WordPerfect file. It should be uploaded as an attachment to the online application.

If any information is not available at this time, please answer "Not Available" to the relevant question and describe any activity related to this topic that has occurred to date. If possible, provide a timeframe within which the requested information will become available.

Add additional space to the form as necessary.

Technical Assistance is available to assist with the completion of this narrative. Please contact the Corrections Program Office Technical Assistance Line at (800) 848-6325 to request assistance.

Provide the name and telephone number of the person who completed this narrative:

Name:

Position:

Phone Number:

Role of the Facility and Population to be Served

2. Provide a brief description of the proposed facility in the context of the tribe's criminal justice system. What problems or conditions will the facility address? What purpose will it serve? What role will it fulfill in the tribe's criminal justice system? Please do not exceed the space provided.

3. In determining the size and design of a new facility or facility expansion, it is important to understand how the facility will be used and will coordinate with other options available to tribal law enforcement and the courts. If the facility will be used for detention and for sentenced offenders, it is important to look at the total number of individuals (adult and/or juvenile) who are arrested and convicted and determine which of the individuals were placed in the correctional facility or would have been, if one existed. You should start by looking at what currently happens to individuals who are arrested or convicted. To begin the process, please complete the Daily Case Record (found at the end of this section) for all target population cases entering the criminal justice system from May 15 through July 15, 2000.

Please summarize below the results of the Daily Case Record data collection. For **arrested** individuals, provide how many were placed in the jail/detention center; how many were taken to a federal, state or local facility; how many were released; and how many were handled in another manner. Do the same for those **convicted**, showing the number sentenced to the jail, placed on probation, fined, or given another type of sentence. Also show any individuals detained in an existing facility for a reason other than arrest or conviction. If the facility is intended for adults and juveniles, it is necessary to track both.

Data Summarized for the Period: May 15 - July 15, 2000

Target Population	Total	Disposition (What Happened to the Person)
Adult arrestees		
Adult sentenced offenders		
Juvenile arrestees		
Adjudicated juvenile offenders		
Adults detained for other reasons		
Juveniles detained for other reasons		

4. Please provide information on contract beds purchased during calendar year 1999:

Type of Placement	Number of Beds	Per Diem Cost	Total Dollar Amount	Provider

The following questions should be answered based on the data collected between May 15 and July 15, 2000.

- | | Adult | Juvenile |
|---|-------|----------|
| 1. For sentenced offenders, what was the average length of sentence: | _____ | _____ |
| 2. What is the maximum time that on offender can be sentenced to the facility? | _____ | _____ |
| 3. What was the maximum sentence recorded? | _____ | _____ |
| 4. What is the maximum detention length of stay recorded? | _____ | _____ |
| 5. For all cases, what was the average length of stay in days? | _____ | _____ |
| 6. What was the average daily population in the current facility? | _____ | _____ |
| 7. Of the cases examined, what percentage of individuals were released/disposed within: | | |

24 hours	_____	%
72 hours	_____	%
1 week	_____	%
1 month	_____	%
2 months	_____	%
Not released	_____	%

Percentages should total 100 percent.

8. Describe as fully as possible any ways in which this data may not accurately reflect historical patterns of admission and length of stay in the tribe's system. Are there any obvious reasons for these differences, such as time of year?

9. Describe as fully as possible how availability of the proposed facility might influence the data collected. Would individuals be held who are not currently being held? Would length of stay increase?
10. Were any population projections done to determine the optimum size of a new facility? If so, please provide the projection numbers (by year) and a brief description of the method used.

Existing Facility Population

If the tribe currently operates a facility for the target population, please provide the following information for every offender in the facility as of 5:00 p.m. on May 14, 2000.

- Gender
- Date of Birth
- Date of Admission/Booking
- Status (Detention or Sentenced)
- If Detention, Charge or Reason Held
- If Sentenced, Offense
- Date of Release (if known)

This data may be provided in any format that is convenient. Existing booking sheets or count sheets may be provided. All requested data should be included in the submission.

Facility Design

1. Describe the **inmate/client housing** in the proposed facility as fully as possible. Include the number of beds (capacity) and the number of units (cells or dormitories). Include a description of the security level and any building features associated with that level.

Type of Housing	Number of Beds	Number of Units	Adult Beds (Type)	Juvenile Beds (Type)	Security Level/ Security Features
Single Cell					
Multiple-Occupancy Cell					
Dormitory					

2. Describe **inmate supervision** in the new facility. Will correctional officers be stationed in the housing units? Approximately how many inmates will each officer supervise? Are inmates expected to spend most of their time in or out of their cells?
3. Describe **inmate programs and services** planned for the new facility as fully as possible. Address services to be provided and provider (if known) in each of the following categories:

Education and Vocational Training:

Substance Abuse Treatment / Detox Services:

Mental Health:

Health Services:

Recreation / Arts:

Religious / Spiritual Enrichment:

Pre-Release

Work Release

4. Provide a summary of **program spaces** in the proposed facility.

Type of Space	Number of These Spaces	Capacity of Each Space
Classroom		
Multi-Purpose Room		
Interview Room		
Indoor Recreation		
Treatment Room		
Other:		
Other:		

Resources

1. Provide a **summary budget** for the proposed project (a full construction budget should be submitted as part of the Budget Detail attached to the application).

Category	Amount
Architect/Engineering Fees	
Site Work	
Construction	
Fixed Furnishings	
Other Furnishings and Equipment	
Project Manager Salary/Benefits	
TOTAL	

2. Identify the **construction resources** available for the project. Indicate the source of funds and whether the funds are committed or projected to be available. If projected, indicated when the funding will be available.

Category	Dollar Amount	If Projected, Date to be Available
Total Funds Needed:		
Previous Grant Award from OJP/CPO Federal Match		
Available from other Federal Agencies (specify) Federal Match		
Requested Supplement from OJP/CPO (this grant application) Federal Match		
Available State Funds		
Projected State Funds		
Other Available Tribal Funds		
Other Projected Tribal Funds		
Other: (Specify)		

3. Describe as fully as possible any arrangements that have been made to secure **operating funds** for the facility. This would include the tribe's arrangements with the Bureau of Indian Affairs (BIA) to obtain additional law enforcement funds that can be used for a facility administrator, program coordinator, correctional officers, and support staff, as well as efforts to secure BIA funds for facility operations and maintenance.
4. Describe any efforts to date to develop a Memorandum of Understanding with the Indian Health Service to provide **health and mental health services and substance abuse treatment** for the new facility.

5. Describe the tribe's plans to obtain state or federal funding for **education programming** in the new facility.
6. Describe the tribe's plans to utilize **existing community resources** , including volunteers, to provide additional programming in the new facility.
7. Describe any other efforts to secure programming or operating funds not included in any other question in this section.

Project Implementation

1. Provide a brief status report on project activities to date.

2. Provide anticipated start and end dates for the following milestones:

Activity	Start Date	End Date
Recruit/Hire Project Manager		
Contract for Architect/Engineering Services		
Design Completed		
Construction		
Begin Staff Hiring		
Facility Opening		

3. All recipients of supplemental funding will be required, by Special Condition on the grant award, to identify or hire a dedicated project manager. Grant funds may be used to support this position. This person must be a regular or contract employee of the tribe and must report directly to the tribal leadership. The project manager may not be an employee of an outside firm with which the tribe has contracted for this service. The project manager will manage the contracts for architectural, engineering, and construction services; lead the effort to develop operational resources; develop staffing and transition/activation plans and lead their implementation; attend all Corrections Program Office-sponsored meetings and trainings as requested; and manage the federal grant.

Provide a brief description of this person's duties and specify a timeframe within which the position can be filled. If a current employee will be reassigned to the position, applicants should provide a resume of that staff person.

Description of Duties and Qualifications:

4. The Pre-Application Workshop and training on Design, Construction, and Oversight of Correctional Facilities on Tribal Lands, together with any technical assistance the tribe receives prior to the application deadline, emphasize teamwork and information-sharing among those responsible for the facility's completion and operation. Applicants are encouraged to maintain a project Steering Committee which meets at regular intervals to receive progress reports from the project manager, to provide design input as requested, and to collaborate on developing operational resources.

Describe the proposed membership of the Project Steering Committee, its role, and a proposed schedule of meetings throughout the project:

Related Federal Funding and Activities . Provide information in your application on (a) active federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts; (b) information on any pending application(s) for federal money for this or related efforts; and (c) how these would be coordinated with the funding sought by this application. For each, include the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose. This information is requested to encourage better coordination among federal agencies in addressing tribal needs.

DAILY CASE RECORD SHEET

(Duplicate as Needed)

Date	(A)-Arrest (C)-Conviction (D)-Detention	Identifier (Number)	Date of Birth	Gender (M/F)	Agency Initiating Contact (1-7)	Charge or Offense	Disposition	Date of Release	Sentence Length (Days)	Disposition of Choice (Disregard Current Resource Limitations)

Agency Codes: 1 - Tribal Law Enforcement 2- Federal Law Enforcement 3- Court 4 - Probation 5 - Social Service 6 - School 7 - Other

Provide this information for all cases in the target population category/categories of the proposed facility.